

# PRESBYTERIAN YOUTH VICTORIA

## SUMMER CAMP JOB DESCRIPTION

### CENC Representative

#### Requirements For Role

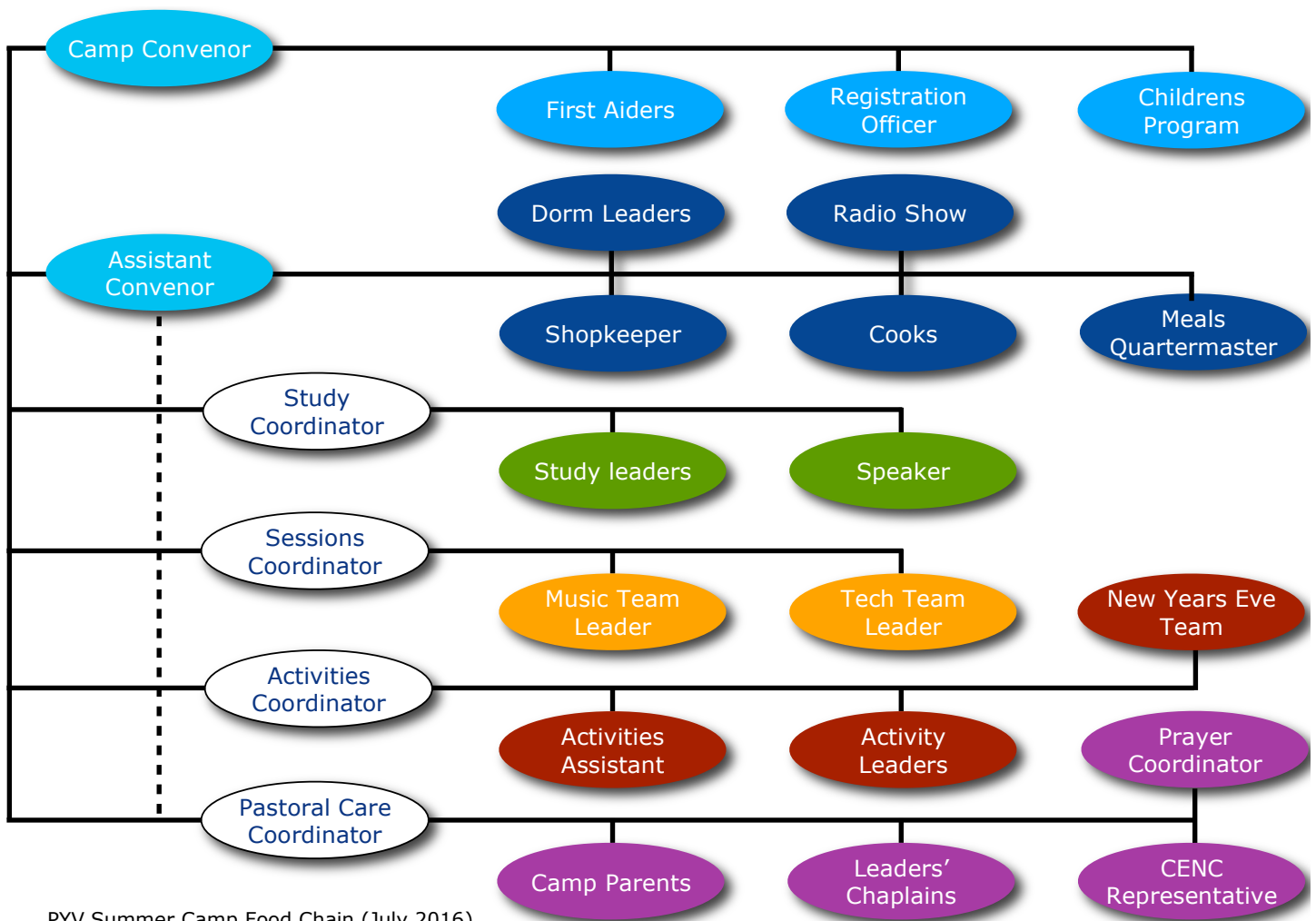
Complete the PYV Leadership Accreditation process, and be approved by the Christian Education and Nurture Committee as their representative.

#### Aims of Role

- Discharge the responsibilities delegated to the Christian Education and Nurture Committee (CENC) by the Assembly, which are to oversee the organisation and activities of the PYV.
- Model Christian values for campers and leaders.
- Encourage campers' to grow in their love and knowledge of God and in their relationship with Jesus.
- Support the Camp Convenor with prayer and godly counsel.

#### Reporting Structure

As the CENC Representative you report and are accountable to the Pastoral Care Coordinator on camp, and to the Christian Education and Nurture Committee overall.



PYV Summer Camp Food Chain (July 2016)

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#### Responsibilities of your Role

- Encouraging and supporting leaders and the speaker, especially through prayer.
- Participating in camp activities.
- Helping leaders enforce general discipline and punctuality.
- Coming to camp leaders' meetings.
- Preparing, if asked, some quiet time devotions for the camp booklet.
- In cases where a child may be in imminent physical danger, make rulings and carry out actions on behalf of CENC.
- Printing out copies of the PYV On Camp Incident Reporting Policy and Form, and Abuse Disclosure Form before camp, ensuring they are brought to camp and being responsible for their accessibility throughout the camp.
- In cases where a child discloses abuse to a leader during the camp, ensure that the PYV Abuse Disclosure Form is filled out by the leader, then passing on this form to the CENC.
- It is **not** your job to:
  - Replace the local church in its ongoing discipleship role.
  - Act as a Counsellor in the professional sense.

#### For Your Information

Regional camp ages range from 12 to 21. Most leaders will be aged 16 to 30.

You may be carrying out another role on camp, but your role as CENC Representative should take precedence. If you have questions about this please speak with the Camp Convenor.

Please make sure you are familiar with PYV's policies, which are available at [pyv.org.au/resources/pyv-policies](http://pyv.org.au/resources/pyv-policies).

*The following paragraph is included on all other camp job descriptions:*

#### What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.
- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convenor. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convenor. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

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#### Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convenor's discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

#### Timeline of tasks

Due Date	Jobs
One Month Before Camp	<ul style="list-style-type: none"> <li>Attend training day, and make yourself known to the leaders.</li> <li>Print out following documents and have ready to bring to camp:               <ul style="list-style-type: none"> <li>On Camp Incident Reporting Form</li> <li>Abuse Disclosure Form</li> </ul> </li> </ul>
Day One Of Camp	<ul style="list-style-type: none"> <li>Arrive at camp up to two hours before registration start time.</li> <li>Greet campers and parents. Be available for any questions / problems.</li> <li>Participate in leaders' meetings.</li> </ul>
During Camp	<ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Attend prayer meeting for Leaders' Chaplains and Camp Parents.</li> </ul>
Final Day Of Camp	<ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Attend prayer meeting for Leaders' Chaplains and Camp Parents.</li> <li>Farewell campers, leaders and parents.</li> </ul>
One Month After Camp	<ul style="list-style-type: none"> <li>Make recommendations to the PYV Leadership Accreditation Committee about performance of leaders, and any prospective or unsuitable leaders.</li> <li>Review this job description and recommend any modifications to the Camp Convenor.</li> <li>All confidential information about leaders and campers contained in emails or hard copies, must be deleted.</li> </ul>

Last Updated - 06/07/16 by YMD Brian Harvey